



City of Tempe

SURVEY TECHNICIAN I+

JOB CLASSIFICATION INFORMATION

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|--------------------------------|-----------------------|---------------------------------|----------------------------|
| <i>Job Code:</i> | 097 | <i>FLSA Status:</i> | Non-Exempt |
| <i>Department:</i> | Community Development | <i>Salary / Hourly Minimum:</i> | \$19.284135 |
| <i>Supervision Level:</i> | Non-Supervisor | <i>Salary / Hourly Maximum:</i> | \$26.033654 |
| <i>Employee Group:</i> | NSU | <i>State Retirement Group:</i> | ASRS |
| <i>Status:</i> | Classified | <i>Market Group:</i> | Sr. Engineering Associate+ |
| <i>Drug Screen / Physical:</i> | Y | <i>EEO4 Group:</i> | Technicians |

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Survey Technician series. This class is distinguished from the Survey Technician II+ by the performance of the more routine tasks and duties assigned to positions within the series including survey and field engineering work that does not require previous specialized experience. Generally, the work involves operating land surveying equipment including a robotic total station and GPS equipment and other rod person and chain person duties. Work is observed and reviewed both during performance and upon completion, and changes in procedures or exceptions to rules are explained in detail as they arise. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

REPORTING RELATIONSHIPS

Receives functional direction from the Senior Engineering Associate and/or from other supervisory or management staff.

MINIMUM QUALIFICATIONS

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|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Experience:</i> | One year of experience in technical field and/or office engineering work is desirable. |
| <i>Education:</i> | Equivalent to the completion of the twelfth grade supplemented by college level courses in civil engineering, mathematics or directly related to the core functions of this position. |
| <i>License / Certification:</i> | <ul style="list-style-type: none">• Must possess and maintain a valid driver's license.• LSIT (Land Surveyor in Training) certification is preferred. |

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of technical field engineering and survey work.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Act as instrument operator involved in a variety of survey work; operate a full range of survey equipment including theodolites, levels, electronic robotic total station, GPS equipment, and related survey equipment;
- Participate in a variety of surveys including land surveys, topographic surveys, construction surveys and surveys to establish and monument street centerlines; establish right-of-way lines, provide line, grade and location for City contractors on City projects;
- Import and convert data from survey equipment into CAD programs and create base mapping;
- Prepare and verify mathematical calculations related to surveying and basic engineering; compute and adjust angles, distances, bearings traverses and elevations;
- Maintain accurate survey and non-survey related records in the form of field notes, reports and sketches; maintain vertical and horizontal control notes in files, field book and computer;
- Interpret and compute field data; evaluate for accuracy and completeness;
- Perform a variety of office duties including researching existing survey records and compiling data required for current survey projects; obtain drawings, aerial photographs, field notes and old maps from other departments for references; interpret engineering plans for construction property and boundary control;
- Track and maintain survey supplies such as stakes and marking equipment; maintain vehicle supply of equipment and supplies;
- Answer questions and provide information to the public concerning engineering activities;
- Participate in pre-construction and departmental meetings; meet with contractors in order to communicate survey requirements;
- Assist in training new employees;
- Direct the tasks of contract workers;
- May be required to operate as a one-person survey crew on some assignments;
- May place traffic control devices; may direct traffic;
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects 9up to 100 lbs., short distances);
- Move heavy objects with forklift, dolly, etc. (20-50 lbs up to 20 feet);
- Operate city vehicles;
- Use tools (i.e. hammers, wrenches, shovels, saws, wheel barrels, etc.);
- Climb stairways, ladders, and work on elevated structures;
- Traverse uneven surfaces;
- Other physical labor essential to the classification (bend and stoop continuously and/or repeatedly);
- Work in a stationary position for considerable periods of time;
- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- May require working extended hours;
- May work alone for extended periods of time;
- Walk distances up to a 1/2 mile at a time; up to five miles per day on uneven surfaces.;
- Work safely within high traffic conditions.

COMPETENCIES

| CLASSIFICATION LEVEL | INCLUDES | COMPETENCIES |
|----------------------|---------------|------------------------------------------------------------------------------------------------------|
| Foundational | All Employees | Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn |
| Non-Supervisory | In Addition > | Teamwork, Customer Service, Initiative, and Dependability / Reliability |
| Supervisory | In Addition > | Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others |
| Manager | In Addition > | Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring |
| Deputy Director | In Addition > | Entrepreneurship and Networking |
| Director | In Addition > | Organizational Vision |

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective November 1988

Revised June 2003 (change exp guidelines, duties, & supervision)

Revised June 2014 (update job duties)

Revised January 2017 (update physical/mental activities)